

Job Title

Content Manager

Main Functions

Performing regular updates of www.aiesec.org/qatar webpage, write news, being active in the forum, blogs, wikis, social media, creating attractive announcements and regular newsletters in cooperation with *Designer*.

Subordinated to

MCVP Comm
LCVP Comm
LCP

Intercommunication with

LCVP Comms
Comms responsible on the global level
Members

Ideal Profile

- Good knowledge of the AIESEC Way
- Good command in writing English
- Strong knowledge of AIESEC.net
- Problem-solving skills
- Availability upon short notices
- Good knowledge of HTML and web design
- Internet connection and a messenger

Responsibilities

- Explore the website, forums, blogs, myaiesec.net and Social Media.
- Learn the Brand Principles.
- Learn how to work with templates.
- Learn how to write attractive announcements.
- Learn how to write news articles.
- Pass the written content to the *Designer*.
- Update the website with the new content.
- Continuously keep in touch with *teams IM responsible* and provide the teams with needed text materials

Process of Selection/Election

Work Experience:

- Time-management experience
- Experience in writing and editing

Skills gained in the Position

- Newsletter Editorship Experience
- HTML Editor Programs Using Skills
- Website management experience
- Content management experience

Measures of Success

Key performance indicators (Measures of success):

% of plan realization

% of the websites', newsletters and other digital resources that are updated